

# Set Up E-Funds Account



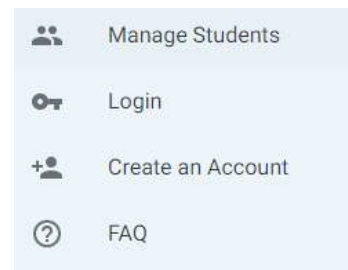
When logged into [Family Access](#), from the left menu bar, you'll see "Fee Management," and that will allow you to see dues/fees for each student.

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due
2023	Fri Jul 1, 2022	Registration Fee 2022-23	13.00	0.00	13.00	13.00

If you click on "Make a Payment, it will bring you to the RLASD website with instructions on how to use E-Funds. [https://www.ricelake.k12.wi.us/parents/make\\_online\\_payments](https://www.ricelake.k12.wi.us/parents/make_online_payments)

Click on "E-Funds Login" on the right side.

If you are new, you can click "Create an Account" on the right side.



Once you fill in your information, you'll receive a page that no students have been added to your account. Otherwise, click "Manage students" from the right side (see above).

Your "Family Number" is the 10-digit primary telephone number for the household. Please enter numbers only: no parenthesis, spaces, or dashes (7152345555).

To add individual students by number, look back at Family Access and click on the "Student Info" tab. Right under the student's picture (or picture placeholder), will be information about your child, including "Other ID," which is what E-Funds is looking for. Copy/paste that number into E-Funds and click "Add Student"

Once each student is added, click "Continue on Home" where you will now see the options to submit payments.

- Lunch
- Student fees (due each year for middle and high school students)
- Optional fees (device protection insurance, etc.)

Paying by checking account incurs a \$1 fee for each payment.

Paying by credit card incurs fees of \$2.49 for up to \$100 of payment (and an additional \$2.49 for each additional \$100 payment range). RLASD does not collect these fees and is not associated with them.